



Town of Concord Building Division and Zoning Enforcement
141 Keyes Road
Concord, Ma 01742
Phone: 978-318-3280 Fax: 978-318-3281
www.concordma.gov

IMPORTANT INFORMATION BEFORE YOU APPLY FOR A BUILDING PERMIT

The office staff will be glad to answer any questions you may have with this process

Prior to applying for a Building Permit, you should first obtain approval from one or more of the Following divisions, if applicable:

- | | |
|---|--------------------------|
| 1. Natural Resources & Conservation: 978-318-3285 | <input type="checkbox"/> |
| 2. Board Of Health: 978-318-3275 | <input type="checkbox"/> |
| 3. Planning: 978-318-3290 | <input type="checkbox"/> |
| 4. Historic District: 978-318-3299 | <input type="checkbox"/> |

Building Permit Checklist

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|---|--------------------------|
| 1. Building permit application- Completed and signed by Homeowner | <input type="checkbox"/> |
| 2. Insurance form –completed and signed | <input type="checkbox"/> |
| 3. Certificate of Insurance Liability | <input type="checkbox"/> |
| 4. Copy of Contract | <input type="checkbox"/> |
| 5. Copy of Contractor's License (HIC and CSL, if applicable) | <input type="checkbox"/> |
| 6. Copy of Planning or Board of Appeals Decision, if applicable | <input type="checkbox"/> |
| 7. Board of Health Approval | <input type="checkbox"/> |
| 8. Fire Department stamped plans (commercial), if applicable | <input type="checkbox"/> |
| 9. Preliminary affidavits form Architect/Engineer (construction Over 35,000CF), if applicable, for controlled construction | <input type="checkbox"/> |
| 10. Two sets of Plans, stamped and signed, if applicable
By Architect/Engineer | <input type="checkbox"/> |
| 11. REScheck Energy report or Prescriptive compliance report
REScheck can be found at www.mass.gov-Buildings/BBRS | <input type="checkbox"/> |
| 12. Location of Life Safety and Fire Protection systems and heating and storage areas | <input type="checkbox"/> |
| 13. Schedules, legends, and/or detailed doors, windows, and related material | <input type="checkbox"/> |
| 14. Historic District approval attached, if applicable | <input type="checkbox"/> |
| 15. White Pond Advisory Approval for all exterior work | <input type="checkbox"/> |